

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

8800 Cal Center Drive
Sacramento, California 95826



Michael Frost, Chairman
Wesley Chesbro, Member
Jesse Huff, Member

Thursday, March 25, 1993
2:00 p.m.
meeting of the

ADMINISTRATION COMMITTEE

of the
CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

8800 Cal Center Drive
Sacramento, CA 95826

AGENDA

- Note: o Agenda items may be taken out of order.
o If written comments are submitted, please provide 20 two-sided copies.

Important Notice: The Board intends that Committee Meetings will constitute the time and place where the major discussion and deliberation of a listed matter will be initiated. After consideration by the Committee, matters requiring Board action will be placed on an upcoming Board Meeting Agenda. Discussion of matters on Board Meeting Agendas may be limited if the matters are placed on the Board's Consent Agenda by the Committee. Persons interested in commenting on an item being considered by a Board Committee or the full Board are advised to make comments at the Committee meeting where the matter is considered.

1. CONSIDERATION OF AWARD OF CONTRACT WITH KPMG PEAT MARWICK FOR STRATEGIC PLANNING SERVICES UNDER DEPARTMENT OF GENERAL SERVICES MASTER SERVICE AGREEMENT (DGS 92301)
2. CONSIDERATION OF AWARD OF PROPOSED CONTRACT BETWEEN THE CIWMB AND THE DEPARTMENT OF FINANCE FOR CONSULTING AND DEVELOPMENT OF THE GRANTS AND LOAN SYSTEM
3. CONSIDERATION OF AWARD OF PROPOSED CONTRACT BETWEEN THE CIWMB AND THE STATE MASTER SERVICE AGREEMENT VENDOR FOR CONSULTING AND PROGRAMMING SERVICES

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4. CONSIDERATION TO ADOPT AMENDMENTS TO THE CALIFORNIA
INTEGRATED WASTE MANAGEMENT BOARD'S CONFLICT OF INTEREST
CODE REGULATIONS, TITLE 14, CALIFORNIA CODE OF REGULATIONS,
SECTION 18419
5. VACANCY STATUS UPDATE
6. AFFIRMATIVE ACTION QUARTERLY REPORT
7. CHILD CARE UPDATE (oral presentation)
8. OPEN DISCUSSION
9. ADJOURNMENT

Notice:

The Committee may hold a closed session to discuss the appointment or employment of public employees and litigation under authority of Government Code Sections 11126 (a) and (q), respectively.

For further information contact:
INTEGRATED WASTE MANAGEMENT BOARD
8800 Cal Center Drive
Sacramento, CA 95826

Cathy Foreman
(916) 255-2156

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

ADMINISTRATION COMMITTEE

March 25, 1993

AGENDA ITEM 1

ITEM: Consideration of Award of a Contract with KPMG Peat Marwick for Strategic Planning Services under Department of General Services Master Service Agreement (DGS 92301)

BACKGROUND:

Staff has recently completed a Strategic Plan for the California Integrated Waste Management Board (CIWMB). The next step is implementing the plan. To accomplish this goal staff proposes that the CIWMB utilize a Department of General Services Master Service Agreement (MSA) which was designed to help departments develop and implement strategic plans.

ANALYSIS:

This MSA will allow the CIWMB to contract with KPMG Peat Marwick to complete the next step of the strategic plan. The funds requested for this agreement are \$29,900 and will be charged to the Used Oil Fund (\$25,400) and the Tire Fund (\$4,500) to reflect an appropriate distribution of costs in support of the strategic plan project. This will not affect the Board's Consultant and Professional Services contracts budget.

STAFF RECOMMENDATION:

Staff recommends that the Board approve award of this MSA so that the implementation of the Strategic Plan will not be delayed.

Attachments: 1. Scope of Work
2. Resolution

Prepared by	:	Susan R. Villa <i>SV</i>	Phone 255-2245
Reviewed by	:	Bonnie MacDuffee <i>BLM</i>	Phone 255-2710
Reviewed by	:	Bob Del Agostino <i>BA</i>	Phone 255-2269
Contract Review	:	<i>SV</i>	Date/Time

Exhibit B

Scope of Service and Prices.**A. Definitions**

Strategic Planning is a process and methodology that:

- Establishes an organizational focus and common direction.
- Identifies Internal and external factors affecting the organization's mission.
- Develops a common foundation for developing and evaluating other planning efforts.
- Provides an opportunity for organizational changes to business culture.
- Provides an opportunity to challenge existing paradigms.

The three major processes of a Strategic Planning project are:

- Training - Introducing the organization to Strategic Planning.
- Facilitating - Working with organizational teams to identify factors that influence the organization, developing strategic issues, objectives and goals.
- Training - How to implement a Strategic Plan.

As described below, Contractor will: (check all activities being subscribed to)

- ☐ Train the organization in Strategic Planning.
- Facilitate: (Check all that are subscribed to)
 - ☐ the identification of factors that influence the organization.
 - ☐ the development of strategic issues, objectives and goals.
 - ☒ the implementation of the Strategic Plan
- ☐ Train the organization in how to implement a Strategic Plan.

The responsibilities of both parties, the items to be delivered and the Estimated Schedule of Services are set out in the following Clauses.

B. Contractor's responsibilities for this subscribing agreement

1. If checked above, Contractor will provide training in Strategic Planning at the subscribing agency's site for the length of time and cost specified on Rider B.
2. If checked above, Contractor will facilitate identification of the External and Internal factors affecting the organization for the length of time and cost specified on Rider B.

Exhibit B

3. If checked above, Contractor will facilitate the development of strategic issues which are associated with the external and internal factors identified from B.2 above for the length of time and cost specified on Rider B.

4. If checked above, Contractor will facilitate the development of objectives which are associated with the strategic issues identified from B.3 above for the length of time and cost specified on Rider B.

5. If checked above, Contractor will facilitate the development of goals which are associated with the objectives identified from B.4 above for the length of time and cost specified on Rider B.

6. If checked above, Contractor will facilitate the implementation of the Strategic Plan at the subscribing agency's site for for the length of time and cost specified on Rider B.

7. If checked above, Contractor will provide training in how to implement a Strategic Plan at the subscribing agency's site for for the length of time and cost specified on Rider B.

8. Contractor will attach resumes of the staff assigned to perform the services under this subscription agreement.

Should Contractor's actions result in extension of the original target completion date, by mutual agreement in writing between Contractor and the subscribing agency, a new target completion date will be established. No additional charges will be associated with extension of the target completion date.

C. DELIVERABLE MATERIALS FOR EACH SUBSCRIPTION AGREEMENT

1. Contractor will deliver the following items:

a. A Readiness Assessment on the agency to undertake Strategic Planning.

b. Training on Strategic Planning

c. Documentation of all identified External and Internal Factors, Strategic Issues resulting from those factors, Objectives associates with each strategic issue, and goals associated with each objective.

d. Training on how to implement a Strategic Plan.

D. RESPONSIBILITIES FOR EACH SUBSCRIBING AGENCY FOR EACH SUBSCRIBING AGREEMENT.

Exhibit B

1. Identification of an Executive Sponsor

The executive sponsor shall have overall responsibility for the project. The executive sponsor will secure the support and involvement of senior management, and set the tone and context for the project.

The executive sponsor will:

- Be accountable for the quality of the result.
- Obtain the active support of senior management.
- Direct and resolve issues related to personnel.
- Make the objectives known within the organization.

2.. Assignment of a Project Team

The Project Team is responsible for development of all identifiable items involved with Strategic Planning. The Project Team, working with the executive sponsor and senior management will:

- Set schedules and coordinate meetings.
- Set standards for the model to ensure consistency across the organization.
- Consolidate data developed during each meeting.
- Communicate status and recommendations to senior management.

Members of the Project Team must be available full time in the initial planning phases. Time requirements may be reduced in later phases of the Project.

D. SCHEDULE OF SERVICES FOR EACH STUDY

1. The Estimated Start Date(s) and Completion Date(s) for each step of a project under this agreement will be shown on the Std. Form 2 completed by each subscribing agency.

Should the subscribing agency's actions result in extension of the target completion date, by mutual agreement in writing between Contractor and the subscribing agency, a new target completion date will be established. Additional charges will accrue to Contractor, at the consulting rates shown on Rider B, for such additional time the study is extended from the original target completion date shown on the Std. Form 2.

Exhibit B

E. WARRANTY

1. Contractor makes no warranty as to results to be obtained through the use of these methodologies, material(s) or training. There is no express or implied warranties, including, but not limited to, the implied warranties of Merchantability and fitness for a particular purpose.

F. COMPLETION CRITERIA

1. On the scheduled completion date of the last item covered under this agreement, Contractor will make a final presentation on the results and findings of the project to the sponsoring executive and senior management.
2. This presentation will mark the completion of the effort under this Statement of work.

G. CHARGES

1. Charges for each Strategic Planning project including all materials and services shown on this Exhibit will not exceed the cost for each item identified on Rider B.

**SUBSCRIPTION CONTRACT
RIDER B**

Scope of Work and Costs

• **Training In Strategic Planning:**

Start Date _____ Completion Date _____

Hourly Rate \$ _____ Course Hours _____ State Cost \$ _____

• **Facilitate Identification of External and Internal factors affecting the organization:**

Start Date _____ Completion Date _____

Hourly Rate \$ _____ Facilitation Hours _____ State Cost \$ _____

• **Facilitate the development of strategic issues associated with the external and internal factors identified:**

Start Date _____ Completion Date _____

Hourly Rate \$ _____ Facilitation Hours _____ State Cost \$ _____

• **Facilitate the development of objectives associated with the strategic issues identified:**

Start Date _____ Completion Date _____

Hourly Rate \$ _____ Facilitation Hours _____ State Cost \$ _____

• **Facilitate the development of goals associated with the objectives identified:**

Start Date _____ Completion Date _____

Hourly Rate \$ 115.00 Facilitation Hours 208 State Cost \$ 29,900

• **Training in how to Implement a Strategic Plan:**

Start Date _____ Completion Date _____

Hourly Rate \$ _____ Facilitation Hours _____ State Cost \$ _____

Total of all State Costs on each of the items above is the Total cost for this subscription contract. The Total State Cost for this subscription contract is: \$ 29,900. This amount must be shown on the front page of this subscription contract (Std. Form 2).

CONTRACTOR STAFF RESOURCES

KPMG Peat Marwick

Enter Contractor Name

List of consultants who will be working on this contract:

California Integrated Waste Management Board

Resolution 93-48

March 31, 1993

BE IT RESOLVED that the Board hereby awards the Department of General Services Master Services Agreement, DGS 92301, with KPMG Peat Marwick, for \$29,900. The total amount of this contract will not exceed \$29,900.

CERTIFICATION

The undersigned Executive Director of the California Integrated Waste Management Board does hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the California Integrated Waste Management Board on March 31, 1993.

Dated:

Ralph E. Chandler
Executive Director

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

ADMINISTRATION COMMITTEE

MARCH 25, 1993

AGENDA ITEM 2

ITEM: Consideration of Award of Proposed Contract Between the CIWMB and the Department of Finance for Consulting and Development of the Grants and Loan System.

BACKGROUND:

Grants and loans are administered for eight different program areas within the CIWMB. The staff must monitor the Grants & Loans funds by program, fund type and grant/loan recipient tracking and reporting from the initial application request through the evaluation process, identifying the award recipients, processing disbursements and payments.

ANALYSIS:

This contract will allow the CIWMB to acquire the supplemental EDP support necessary to develop the Grants and Loan System. This system is required to monitor the eight different grant and loan programs administered by the CIWMB (including applicant evaluation, grant/loan award, disbursements made and payments received). By contracting with the Department of Finance, we will secure the expertise we need to develop and implement this project in a timely manner. Additionally, the DOF auditors recently began conducting an audit of the CIWMB and are willing to participate in this design effort to insure that DOF required audit features are built into the system.

STAFF COMMENTS:

The analyst will work with the Grants & Loan staff and the program staff to identify their program requirements, assess alternatives, prepare appropriate State Reporting/Approval documents, design, code, test and implement an appropriate system. Application training and documentation will also be provided by the analyst.

The CIWMB's Information Management Branch will provide overall project management, guidance and oversight, and secondary development and maintenance support. The funds for this contract (\$35,000) would be taken from the IMB EDP Interagency Agreement line item and thus would not affect the Board's Consultant and Professional Services contracts budget.

Administration Committee
March 25, 1993

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ATTACHMENTS:

1. Resolution 93-46

Prepared by: Sally Thibodeaux *ST*

Phone 255-2637

Reviewed by: Bob Del Agostino *BD*

Phone 255-2259

Contract Review: SN

Date/Time 3/10

California Integrated Waste Management Board

Resolution 93-46

March 31, 1993

BE IT RESOLVED that the Board hereby awards the Department of Finance an Interagency Agreement, for \$35,000. The total amount of this contract will not exceed \$35,000.

CERTIFICATION

The undersigned Executive Director of the California Integrated Waste Management Board does hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the California Integrated Waste Management Board on March 31, 1993.

Dated:

Ralph E. Chandler
Executive Director

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

ADMINISTRATION COMMITTEE

March 25, 1993

AGENDA ITEM 3

ITEM: Consideration of Award of Proposed Contract Between the CIWMB and the State Master Service Agreement Vendor for Consulting and Programming Services.

BACKGROUND:

The Board currently has over 10 projects in various stages of completion that rely on contract staff. This contracted support ranges from an organization-wide needs analysis for geographic information systems (GIS) to program specific activities such as the development of the Used Oil System and the redevelopment of the SWIS system. As the CIWMB program areas mature, requests for automation increase.

ANALYSIS:

This contract will allow the CIWMB to acquire the supplemental EDP support that is necessary to ensure continued delivery of full spectrum EDP services to the Board for the current fiscal year. The support to be acquired through this contract will be directed towards high priority programmatic and organization-wide application development and maintenance activities.

New projects identified to date and tentatively assigned to the proposed contract staff include: Affirmative Action System, Consolidated Mail List, Teacher Review Sessions, Marketing Development System, and the PAE Quiz. The services the proposed contract would provide range from assisting with the evaluation of products to development of fully functional systems. Most projects will require some level of involvement with all of the basic aspects of information processing: analysis, design, development, coding, testing, conversion, training and documentation.

STAFF COMMENTS:

The work associated with this contract will be accomplished through contracts with Master Services Agreement (MSA) #DGS-5-91-70 programmers. This gives the CIWMB immediate access to fully trained, experienced staff who meet our development requirements. In adhering to the DGS MSA Procurement rules, separate contracts will be developed for each MSA programmer with the total amount not to exceed the \$80,000 contract funds requested by this document.

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The CIWMB's Information Management Branch will provide overall project management, guidance and oversight, and secondary development and maintenance support. The funds for this contract (\$80,000) would be taken from the IMB EDP Commercial Contract line item and thus would not affect the Board's Consultant and Professional Services contracts budget.

ATTACHMENTS:

1. Resolution 93-47

Prepared by: Sally Thibodeaux *ST*

Phone 255-2637

Reviewed by: Bob Del Agostino *BD*

Phone 255-2259

Contract Review: *SV*

Date/Time 3/10

California Integrated Waste Management Board

Resolution 93-47

March 31, 1993

BE IT RESOLVED that the Board hereby awards the Department of General Services Master Services Agreement, DGS-5-91-70, for \$80,000. The total amount of this contract will not exceed \$80,000.

CERTIFICATION

The undersigned Executive Director of the California Integrated Waste Management Board does hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the California Integrated Waste Management Board on March 31, 1993.

Dated:

**Ralph E. Chandler
Executive Director**

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

ADMINISTRATION COMMITTEE

MARCH 25, 1993

AGENDA ITEM #4

ITEM: Consideration to Adopt Amendments to the California Integrated Waste Management Board's Conflict of Interest Code Regulations, Title 14, California Code of Regulations, Section 18419

BACKGROUND:

COMMITTEE ACTION:

At its January 21, 1993 meeting, the Administration Committee approved notice of proposed amendments to the Board's Conflict of Interest Code for a 45 day public comment period. That public comment period commenced on February 5, 1993, and ended upon March 22, 1993. The Political Reform Act, and its implementing regulations, does not require that a public hearing be held to receive comments on these proposed amendments unless a request for such a hearing is made in writing during the comment period. As of the date that this agenda item was prepared, no such request has been made. Furthermore, no formal comments regarding the substance of these amendments have been received. Should any comments be received prior to the end of the written comment period, they will be discussed at the committee meeting.

CODE REQUIREMENTS

The California Integrated Waste Management Board (Board) maintains a conflict of interest code adopted pursuant to Government Code sections 87300-87302, and 87306. In accordance with Government Code section 87302, the code designates employees who must disclose certain investments, interests in real property, income and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests. Every state agency is required to amend its conflict of interest code when change is necessitated by changed circumstances, such as the creation of new positions which must be designated.

The Board's code was last amended in December 1981, for the then-existing, State Solid Waste Management Board. The code is designated as Chapter 6, Division 7 of Title 14, California Code of Regulations, Section 18419. Assembly Bill 939, Sher (Statutes of 1989, Chapter 1095) reorganized and restructured the prior Board and replaced it with a new agency, the California Integrated Waste Management Board. In conjunction with this modification, a number of Board positions have been either deleted, added, or re-named. The proposed amendment reflects the

position changes for the designated employees subject to reporting requirements. It also reflects the changes to the types of disclosure required of designated employees due to this reorganization. It does not modify the text of the Board's code which continues to incorporate the provisions of the Fair Political Practices Commission's Title 2 California Code of Regulations section 18730.

ANALYSIS:

POLITICAL REFORM ACT REQUIREMENTS

One of the purposes of The Political Reform Act of 1974 is to ensure that public officials should perform their duties in an impartial manner, free from bias caused by their own financial interests. To this end, Government Code Section 87100 provides that no public official at any level of state or local government shall make, participate in the making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest. A "public official" includes every member, officer, employee, or consultant of a state or local government agency. In order to foster adherence to the conflict of interest prohibition, public officials are required to disclose their financial interests in real property, investments, or other sources of income.

Certain specified public officials are required to report all of their financial interests within the jurisdiction of their position. These officials are set out in Government Code section 87200 and include elected state officers, members of boards of supervisors, and members of city councils. Not every employee of a state agency is required to disclose his or her financial interests. Each agency is authorized to designate specific positions within the agency which involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest. Only those employees are required to disclose financial interests. Furthermore, the agency must set forth the specific types of investments, business positions, interests in real property, and sources of income which are reportable.

PROPOSED AMENDMENTS TO THE CONFLICT OF INTEREST CODE

A. DESIGNATED POSITIONS

In determining which employees were to be in designated positions for the purposes of its conflict of interest code, the Board staff followed the requirements of Title 2, California Code of Regulations, section 18700 and included all positions which entailed:

1. The making of decisions by:

- voting on matters,
- appointing persons,
- obligating or committing the Board to any course of action,
- entering into contractual agreements on behalf of the Board; or,

2. Participation in the making of decisions, other than at a clerical or ministerial level, by:

- Negotiating, without significant review, with a governmental entity or private person on matters regarding decisions,
- Advising or making recommendations to the decision-maker by conducting research or an investigation, preparing or presenting a report, analysis or opinion which requires the exercise of judgment on the part of the designated employee.

Comparison with Current List:

Most of the designated positions listed in the board's current conflict of interest code have either been deleted or have been given new names. Appendix I is the proposed list of designated positions to be covered by the conflict of interest code. The first portion of this list contains the text of the current list, the second portion is the proposed list. Some positions on the current list also appear on the proposed list, however, due to the large number of changes, staff felt that trying to incorporate the two lists would be confusing. Therefore, the entire current list appears in strikeout format (signifying deletion) and the entire new list in underline format (signifying addition).

The positions that appear on both lists are:

Board Members

Planning Branch (now Planning and Assistance Division):

- Staff Services Manager
- Staff Services Analyst
- Associate Government Program Analyst

Enforcement Branch (now Permitting and Compliance Division):

- Waste Management Specialist
- Engineers
- Research Analyst

- Staff Services Analyst
- Staff Services Manager
- Associate Government Program Analyst

Administrative Services Division (now Administration and Finance Division):

- Staff Services Analyst

No positions which are still in existence have been deleted from the list of designated positions.

Additions:

All other positions appearing on the proposed list are new positions either due to the creation of a completely new position, for instance the position of Board Advisor, or due to a change in name/classification and corresponding responsibilities, for instance the position of Attorney which is now Chief Counsel.

Overlap:

A number of positions appear in more than one place on the new list. The list is set up to reflect classifications which may appear in more than one division of the board, for instance the position of Associate Waste Management Specialist.

B. DISCLOSURE CATEGORIES

Clerical Amendment:

Previously, Disclosure Categories 2 through 6 set out their respective requirements to disclose investment interests and sources of income in separate subcategories from their respective requirements to disclose business positions. Appendix 2 is the proposed list of disclosure categories. The proposed amendment re-phrases these categories so that the subcategories are eliminated and the term business positions is used instead of listing specific positions. This simplifies the text and parallels changes in the Political Reform Act since the code was last amended. No substantive change is being made in reporting requirements.

The first portion of this list contains the text of the current categories, the second portion contains the text of the proposed categories. Since these changes do involve rephrasing and combining what were previously separate paragraphs, staff felt that trying to incorporate the two lists would be confusing. Therefore, the entire current list appears in strikeout format (signifying deletion) and the entire new list in underline format (signifying addition).

The proposed list does not delete disclosure requirements for any financial interests.

Additions to the Disclosure Categories:

Due to the passage of AB 939 discussed above, the Board gained jurisdiction over several additional types of facilities. The proposed code amendment adds these to the lists of facilities appearing in categories 3 and 6. They are:

- transformation facilities
- waste tire facilities
- solid waste enterprises
- composting facilities.

In addition, category 6 has been adjusted to more accurately reflect the extent of potential conflicts of interest which result from decisions affecting real property in the vicinity of real property owned by an employee.

C. DISCLOSURE CATEGORY ASSIGNMENTS FOR DESIGNATED POSITIONS

Designated positions have been assigned specific disclosure categories based on the responsibilities of each position. Due to the differences in responsibilities between divisions, some positions with the same name will have different disclosure categories if they are in different divisions. For example, a Staff Services Manager in the Legislation Office must disclose interests in categories 2, 3 and 4, while a Staff Services Manager in the Permitting and Compliance Division must disclose interests in categories 2 through 6.

The disclosure categories were assigned as follows:

- 1 through 5: The positions assigned these categories are those which have state-wide responsibilities and which are potentially involved with any of the types of issues within the board's jurisdiction. For example, Board Members and Division Chiefs must disclose interests in these categories.
- 2 through 6: The positions assigned these categories are those which are potentially involved with any of the types of issues within the board's jurisdiction, but only in limited geographic areas. For example, the Permitting and Compliance Division has a Compliance Branch that is split between Northern and Southern California. Supervising Waste Management Specialists in this branch need not report real property interests in an area of

the state that they do not have any enforcement responsibilities.

- 2 through 5: The positions assigned these categories do not have responsibilities which have an impact on specific pieces of real property. Therefore, they need not disclose their own real property interests. For example, a Waste Management Specialist in the Policy and Evaluation Office is involved with reports and studies regarding state-wide issues and programs on a general scale. This division is not involved with decision-making regarding specific projects or facilities.
- 2, 3, and 4: The positions assigned these categories do not have responsibilities which have an impact on specific pieces of real property as above, they also are not involved with specific contracts for goods and services. Therefore, they need not disclose interests in companies that contract with the board. For example, a Staff Services Manager in the Legislation Office is involved primarily in analyzing, proposing and responding to potential legislation.
- 4 and 5: The positions assigned these categories have responsibilities that extend only to matters involving entities that receive financial or technical assistance from the board or who contract with the board to provide goods and services. For example, most of the Administration and Finance Division fits within this category.

As noted above, the proposed amendment retains some designated positions listed in the board's current conflict of interest code. However, due to the changes in the board's jurisdiction and authority, the responsibilities of employees in some of these positions have changed. To the extent that they have, the disclosure categories assigned to these positions may have changed. Those proposed changes are as follows:

Planning Branch (now Planning and Assistance Division):

- Staff Services Analyst: was disclosing interests in categories 2, 3, 4, and 6, would now disclose interests in categories 2 through 6.
- Associate Government Program Analyst: was disclosing interests in categories 2, 3, 4, and 6, would now disclose interests in categories 2 through 6.

Enforcement Branch (now Permitting and Compliance Division):

- Staff Services Analyst: was disclosing interests in categories 2, 3, and 5, would now disclose interests in categories 2 through 6.
- Associate Government Program Analyst: was disclosing interests in categories 2, 3, and 5, would now disclose interests in categories 2 through 6.

CEQA COMPLIANCE

The conflict of interest code regulations are not subject to the requirements of the California Environmental Quality Act because they do not constitute an action which has a potential for resulting in a physical change in the environment, directly or ultimately. (Public Resources Code section 21065, CEQA Guidelines section 15378(a)).

STAFF COMMENTS:

The Board Staff is seeking adoption of the proposed amendments. The Committee has the following options:

- 1) The Committee could recommend approval of the amendments to regulations as they appear in the attachments and forward them to the Board for adoption.
- 2) The Committee could direct staff to re-notice the proposed amendments to regulations with specified changes for an additional comment period.
- 3) The Committee could direct staff to re-write the proposed amendments to regulations and return with a new proposal for the next committee meeting. This might be appropriate if the committee feels that there are major changes warranted.

ATTACHMENTS:

1. Proposed Amendments to the Conflict of Interest Code for the California Integrated Waste Management Board.
2. Resolution No. 93-51.

Prepared by: Elliot W. Block *EB*

Phone: 255-2821

Chapter 5.9 California Integrated Waste Management Board
Conflict of Interest Code

NOTE: It having been found, pursuant to Government Code section 11344, that printing of the regulations constituting the Conflict of Interest Code is impractical and, ~~these regulations~~ being of limited and particular application, these regulations are not published in full in the California Code of Regulations. The regulations are available to the public for review or purchase at cost at the following locations:

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD
~~POST OFFICE POST 160908~~ 8800 CAL CENTER DRIVE
SACRAMENTO, CA 9581625

FAIR POLITICAL PRACTICES COMMISSION
~~1100 "K" STREET~~ 428 J STREET, SUITE 800
SACRAMENTO, CA 95814

ARCHIVES
SECRETARY OF STATE
1020 "O" STREET
SACRAMENTO, CA 95814

The Conflict of Interest Code is designated as Chapter, Division 7 of Title 14, of the California Code of Regulations, and consists of sections numbered and titles as follows:

Chapter 5.9 California Integrated Waste Management Board -
Conflict of Interest Code

Section 18419 General Provision
Appendix

Note: Authority cited: Sections 87300 and 87304, Government Code
Reference: Section 87300, et seq., Government Code.

CONFLICT OF INTEREST CODE FOR THE
~~STATE-SOLID~~ CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

The Political Reform Act (Government Codes section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Adm. Code of Regs. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference, and which in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act ~~after public notice and hearing.~~ Therefore, the terms of 2 Cal. Adm. California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, ~~along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth,~~ are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the ~~Solid~~ California Integrated Waste Management Board ("Board").

~~Pursuant to Section 4(A) of the standard Code,~~ Designated employees shall file statements of economic interests with the agency Board. Upon receipt of the statements of the Board Members and the Executive Officer, the agency Board shall make and retain copies and forward the originals ~~of these statements~~

to the Fair Political Practices Commission. Statements for all other designated employees shall be retained with the Board and made available for public inspection and reproduction upon request. Government Code section 81008.

APPENDIX I

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

~~I. State Solid Waste Management Board~~

~~A. Executive Office~~

- | | |
|--|-----|
| 1. All State Solid Waste Management Board Members | 1-5 |
| 2. Executive Officer | 1-5 |
| 3. Deputy Executive Officer | 1-5 |
| 4. Attorney | 1-5 |
| 5. Public Information Officer | 6 |

~~B. Planning Branch~~

- | | |
|--|---------------|
| 1. Planning & Program Advisor | 1-5 |
| 2. Staff Services Manager I | 2, 3, 4, 5, 6 |
| 3. Associate Governmental Program Analyst | 2, 3, 4, 6 |
| 4. Staff Services Analyst | 2, 3, 4, 6 |
| 5. Management Services Tech. | 2, 3, 4, 6 |

~~C. Enforcement & Technical Assistance Division~~

- | | |
|------------------------------|-----|
| 1. Division Chief | 1-5 |
|------------------------------|-----|

~~ENFORCEMENT BRANCH~~

- | | |
|----------------------------|-----|
| 2. Branch Chief | 1-5 |
|----------------------------|-----|

~~ENFORCEMENT ANALYSIS SECTION~~

- | | |
|--|---------------|
| 3. Waste Management Specialist III | 2, 3, 4, 5, 6 |
| 4. Waste Management Specialist (I & II) | 2, 3, 5 |
| 5. Management Services Tech. | 2, 3, 5 |

~~TECHNICAL ANALYSIS SECTION~~

- | | |
|---|---------------|
| 6. Waste Management Specialist III | 2, 3, 4, 5, 6 |
|---|---------------|

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

7. Engineers (all levels)	2, 3, 4, 5, 6
8. Environmental Planners	2, 3, 4, 5, 6
9. Research Analyst	2, 3, 4, 5, 6
10. Staff Services Analyst	2, 3, 4, 5, 6

SITE CLASSIFICATION BRANCH

11. Branch Chief	1-5
12. Waste Management Specialist III	2, 3, 4, 5, 6
13. Waste Management Specialist (I & II)	2, 3, 5
14. Engineers (All levels except Sr. WM Engr.)	2, 3-5
15. Staff Services Analyst	2, 3, 5
16. Staff Services Manager I	2, 3, 5
17. Associate Governmental Program Analyst	2, 3, 5
18. Management Services Technician	2, 3, 5

D. ~~Resources Conservation and Recovery Division~~

1. Division Chief	1-5
2. Recovery Tech Branch Chief	1-5
3. Resource Conservation Branch Chief	1-5
4. Staff Services Manager I	2, 3, 4, 5, 6
5. Associate Governmental Program Analyst	2, 3, 4, 5, 6
6. Engineers	2, 3, 4, 5, 6
7. Staff Services Analyst	2, 3, 4, 5, 6
8. Research Manager I	2, 3, 4, 5, 6
9. Research Analyst (All levels)	2, 3, 4, 5, 6

DESIGNATED POSITIONS**DISCLOSURE CATEGORIES****BOARD**Board Member1 through 5Board Advisor1 through 5**EXECUTIVE OFFICE**Executive Director1 through 5Chief Deputy Director1 through 5Advisor1 through 5**LEGAL OFFICE**Chief Counsel1 through 5Senior Staff Counsel2 through 6Staff Counsel2 through 6**LEGISLATION OFFICE**Assistant Director1 through 5Associate Governmental Program Analyst2, 3 and 4Staff Services Analyst2, 3 and 4Staff Services Manager2, 3 and 4**PUBLIC AFFAIRS AND****EDUCATION OFFICE**Assistant Director1 through 5Committee Analyst1 through 5Information Officer2 through 5Staff Services Manager2 through 5Staff Services Analyst2 through 5Associate Governmental Program Analyst2 through 5Senior Waste Management Specialist2 through 5Supervising Waste Management Specialist2 through 5Associate Waste Management Specialist2 through 5Waste Management Specialist2 through 5**POLICY AND EVALUATION OFFICE**Assistant Director1 through 5Committee Analyst1 through 5Supervising Waste Management Specialist2 through 5Senior Waste Management Specialist2 through 5Associate Waste Management Specialist2 through 5Waste Management Specialist2 through 5Associate Governmental Program Analyst2 through 5**ADMINISTRATION AND FINANCE DIVISION**Deputy Director1 through 5Committee Analyst1 through 5Research Manager4 and 5Research Analyst4 and 5Staff Services Manager4 and 5Staff Services Analyst4 and 5

DESIGNATED POSITIONS**DISCLOSURE CATEGORIES**

<u>Senior Waste Management Specialist</u>	<u>4 and 5</u>
<u>Supervising Waste Management Specialist</u>	<u>4 and 5</u>
<u>Associate Waste Management Specialist</u>	<u>4 and 5</u>
<u>Waste Management Specialist</u>	<u>4 and 5</u>
<u>Senior Waste Management Engineer</u>	<u>4 and 5</u>
<u>Supervising Waste Management Engineer</u>	<u>4 and 5</u>
<u>Associate Waste Management Engineer</u>	<u>4 and 5</u>
<u>Waste Management Engineer</u>	<u>4 and 5</u>
<u>Associate Governmental Program Analyst</u>	<u>4 and 5</u>
<u>Associate Management Auditor</u>	<u>4 and 5</u>
<u>Associate Programmer Analyst</u>	<u>4 and 5</u>
<u>Senior Information Systems Analyst</u>	<u>4 and 5</u>
<u>Associate Information Systems Analyst</u>	<u>4 and 5</u>
<u>Staff Information Systems Analyst</u>	<u>4 and 5</u>
<u>Data Processing Manager</u>	<u>4 and 5</u>
<u>Senior Industrial Hygienist</u>	<u>4 and 5</u>
<u>Associate Industrial Hygienist</u>	<u>4 and 5</u>

PLANNING AND ASSISTANCE DIVISION

<u>Deputy Director</u>	<u>1 through 5</u>
<u>Committee Analyst</u>	<u>1 through 5</u>
<u>Supervising Waste Management Specialist</u>	<u>2 through 6</u>
<u>Senior Waste Management Specialist</u>	<u>2 through 6</u>
<u>Associate Waste Management Specialist</u>	<u>2 through 6</u>
<u>Waste Management Specialist</u>	<u>2 through 6</u>
<u>Supervising Engineering Geologist</u>	<u>2 through 6</u>
<u>Senior Engineering Geologist</u>	<u>2 through 6</u>
<u>Associate Engineering Geologist</u>	<u>2 through 6</u>
<u>Engineering Geologist</u>	<u>2 through 6</u>
<u>Supervising Waste Management Engineer</u>	<u>2 through 6</u>
<u>Senior Waste Management Engineer</u>	<u>2 through 6</u>
<u>Associate Waste Management Engineer</u>	<u>2 through 6</u>
<u>Waste Management Engineer</u>	<u>2 through 6</u>
<u>Research Analyst</u>	<u>2 through 6</u>
<u>Research Manager</u>	<u>2 through 6</u>
<u>Staff Services Manager</u>	<u>2 through 6</u>
<u>Staff Services Analyst</u>	<u>2 through 6</u>
<u>Associate Government Program Analyst</u>	<u>2 through 6</u>
<u>Associate Management Auditor</u>	<u>2 through 6</u>
<u>Recycling Market Development Zone Loan Committee Members</u>	<u>1 through 5</u>

PERMITTING AND COMPLIANCE DIVISION

<u>Deputy Director</u>	<u>1 through 5</u>
<u>Committee Analyst</u>	<u>1 through 5</u>
<u>Supervising Waste Management Specialist</u>	<u>2 through 6</u>
<u>Senior Waste Management Specialist</u>	<u>2 through 6</u>
<u>Associate Waste Management Specialist</u>	<u>2 through 6</u>
<u>Waste Management Specialist</u>	<u>2 through 6</u>
<u>Supervising Engineering Geologist</u>	<u>2 through 6</u>

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

<u>Senior Engineering Geologist</u>	<u>2 through 6</u>
<u>Associate Engineering Geologist</u>	<u>2 through 6</u>
<u>Engineering Geologist</u>	<u>2 through 6</u>
<u>Supervising Waste Management Engineer</u>	<u>2 through 6</u>
<u>Senior Waste Management Engineer</u>	<u>2 through 6</u>
<u>Associate Waste Management Engineer</u>	<u>2 through 6</u>
<u>Waste Management Engineer</u>	<u>2 through 6</u>
<u>Research Manager</u>	<u>2 through 6</u>
<u>Research Analyst</u>	<u>2 through 6</u>
<u>Associate Government Program Analyst</u>	<u>2 through 6</u>
<u>Associate Management Auditor</u>	<u>2 through 6</u>
<u>Staff Service Manager</u>	<u>2 through 6</u>
<u>Staff Service Analyst</u>	<u>2 through 6</u>

RESEARCH AND TECHNOLOGY DEVELOPMENT DIVISION

<u>Deputy Director</u>	<u>1 through 5</u>
<u>Committee Analyst</u>	<u>1 through 5</u>
<u>Supervising Waste Management Specialist</u>	<u>2 through 6</u>
<u>Senior Waste Management Specialist</u>	<u>2 through 6</u>
<u>Associate Waste Management Specialist</u>	<u>2 through 6</u>
<u>Waste Management Specialist</u>	<u>2 through 6</u>
<u>Supervising Waste Management Engineer</u>	<u>2 through 6</u>
<u>Senior Waste Management Engineer</u>	<u>2 through 6</u>
<u>Associate Waste Management Engineer</u>	<u>2 through 6</u>
<u>Waste Management Engineer</u>	<u>2 through 6</u>
<u>Research Manager</u>	<u>2 through 6</u>
<u>Research Analyst</u>	<u>2 through 6</u>
<u>Staff Services Manager</u>	<u>2 through 6</u>
<u>Staff Services Auditor</u>	<u>2 through 6</u>
<u>Associate Management Analyst</u>	<u>2 through 6</u>
<u>Associate Governmental Program Analyst</u>	<u>2 through 6</u>
<u>Supervising Engineering Geologist</u>	<u>2 through 6</u>
<u>Senior Engineering Geologist</u>	<u>2 through 6</u>
<u>Associate Engineering Geologist</u>	<u>2 through 6</u>
<u>Engineering Geologist</u>	<u>2 through 6</u>

<u>Local Government Technical Advisory Committee</u>	<u>1 through 5</u>
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<u>Consultant*</u>	<u>1 through 5</u>
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*The Executive Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

APPENDIX II

DISCLOSURE CATEGORIES

~~Category 1. Designated employees in Category 1 must report:~~

~~All interests in real property located within the State of California.~~

~~Category 2. Designated employees in Category 2 must report:~~

~~a. Investments in business entities and income from sources that are subject to state standards and requirements concerning solid waste management practices and facilities.~~

~~b. His or her status as a director, officer, partner, trustee or holder of a position of management in any business entity which is subject to state standards and requirements concerning solid waste management practices and facilities.~~

~~Category 3. Designated employees in Category 3 must report:~~

~~a. Investments in business entities and income from sources engaged in the operation of any solid waste disposal facility, resource recovery facility or transfer/processing station.~~

~~b. His or her status as a director, officer, partner, trustee or holder of a position of management in any business entity which engages in the operation of any solid waste disposal facility, resource recovery facility or transfer/processing station.~~

~~Category 4. Designated employees in Category 4 must report:~~

~~a. Investments in business entities and income from sources of the type which receive financial or technical assistance from the Board.~~

~~b. His or her status as a director, officer, partner, trustee or holder of a position of management in any business entity of the type which receives financial or technical assistance from the Board.~~

~~Category 5. Designated employees in Category 5 must report:~~

~~a. Investments in business entities and income from sources of the type which have contracted with the Board to provide services, supplies, materials, machinery or equipment.~~

~~b. His or her status as a director, officer, partner, trustee or holder of a position of management in any business entity of the type which have contracted with the Board to provide services, supplies, materials, machinery or equipment.~~

~~Category 6. Designated employees in Category 6 must report:~~

~~All interests in real property located in the County in which the designated employee planning or technical assistance or has enforcement branch responsibility.~~

Category 1: All interests in real property located within the State of California

Category 2: Investments and business positions in business entities, and income from sources, that are subject to state standards and requirements concerning solid waste management practices and facilities.

Category 3: Investments and business positions in business entities, and income from sources, that are engaged in the operation of any solid waste disposal facility, resource recovery facility, transfer/processing station, transformation facility, waste tire facility, solid waste enterprise or composting facility.

Category 4: Investments and business positions in business entities, and income from sources, of the type that receive financial or technical assistance from the Board.

Category 5: Investments and business positions in business entities, and income from sources, that have contracted with the Board to provide services, supplies, materials, machinery or equipment.

Category 6: Any interest in real property that has been used as, is currently being used as, may be used as, or is within 2500 feet of real property that has been used as, is currently being used as, or may be used as a disposal facility, resource recovery facility, transfer/processing station, transformation facility, waste tire facility, solid waste enterprise or composting facility; and is located in a county in which the designated employee provides planning, technical assistance, or enforcement responsibilities.

**CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD
RESOLUTION 93-51**

WHEREAS, Government Code sections 87300-87302 and 87306 require the California Integrated Waste Management Board (Board) to amend its conflict of interest code to reflect changed circumstances that have occurred, such as the creation of new positions; and,

WHEREAS, formal notice of rulemaking activity was published on February 5, 1993, the 45-day public comment period has passed, and no request for a public hearing to allow for additional comment was made; and,

WHEREAS, the Board has considered the adoption of the conflict of interest code regulations during a public meeting of its Administration Committee on March 25, 1993, and at its regularly scheduled Board meeting on March 31, 1993; and,

WHEREAS, the Board has taken all comments received under consideration; and,

WHEREAS, since the Board has fulfilled all of the requirements of Government Code sections 87300-87302 and 87306, and Title 2, California Code of Regulations, sections 18730 and 18750; and

WHEREAS, the Board has maintained a rulemaking file which shall be deemed the record for the rulemaking proceedings pursuant to Title 2, California Code of Regulations, section 18750; and,

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts the conflict of interest code regulations for codification in Title 14 of the California Code of Regulations, with only sufficiently related changes, and directs staff to submit the regulations and rulemaking file to the Fair Political Practices Commission.

CERTIFICATION

The undersigned Executive Director of the California Integrated Waste Management Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the California Integrated Waste Management Board held on March 31, 1993.

Dated:

Ralph E. Chandler
Executive Director

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

Administration Committee
Meeting Agenda
March 25, 1993

AGENDA ITEM # **5**

ITEM: Updated Vacancy Status Report

BACKGROUND:

This report reflects the new California Integrated Waste Management Board organizational structure.

ANALYSIS:

This report is presented as an information item. The report shows 74 permanent full time position vacancies, 1 permanent half time vacancy and 1 limited term full time position vacancies, for a total of 79.5 vacant budgeted positions.

STAFF COMMENTS:

Staff are available to answer questions.

Prepared by: Laurie Karlstad *Lak* Phone: 255-2264

Reviewed by: Terry Jordan *TJ* Phone: 255-1399

Legal Review Not required Date/Time: _____

UPDATE OF VACANCY STATUS REPORT

March 4, 1993

<u>POSITION NUMBER</u>	<u>SECTION</u>	<u>CLASS</u>	<u>COMMENTS</u>
<u>BOARD MEMBERS</u>			
110-1247-007	Brd Members	Exec. Sec. II	Recruiting
<u>EXECUTIVE</u>			
Legal Office 120-5795-001	Legal	Sr. Staff Con.	Vacant
<u>PLANNING & ASSISTANCE DIV.</u>			
Waste Gen & Env Rev Br. 210-0757-801	Northern Section	WMS/AWMS	Vacant
210-0757-803	Northern Section	WMS/AWMS	Vacant*
220-0757-801	Southern Section	WMS/AWMS	Vacant
220-0757-803	Southern Section	WMS/AWMS	Vacant
220-0757-804	Southern Section	WMS/AWMS	Vacant
Local Assistance Br. 230-0757-801	Northern Section	WMS/AWMS	Vacant*
230-0758-006	Northern Section	AWMS	Vacant*
230-0759-002	Northern Section	Sr. WMS	Vacant*
232-0757-801	No. Central Sec.	WMS/AWMS	Vacant*
232-0758-002	No. Central Sec.	AWMS	Vacant
232-0758-004	No. Central Sec.	AWMS	Vacant* LT 6/94
240-0757-802	Southern Section	WMS/AWMS	Vacant
240-0758-011	Southern Section	AWMS	Vacant LT 6/94
242-0757-802	So. Central Sec.	WMS/AWMS	Vacant
242-0758-002	So. Central Sec.	AWMS	Vacant*
242-0758-003	So. Central Sec.	AWMS	Vacant* LT 6/94
Markets Development Br. 251-0757-803	Industrial Devel.	WMS/AWMS	Vacant
251-5731-001	Industrial Devel.	Res. Anl. II G	Recruiting
253-0757-803	Buy Recycled	WMS/AWMS	Vacant
Diversion Assistance Br. 217-0757-802	Used Oil	WMS/AWMS	Recruiting
217-0757-804	Used Oil	WMS/AWMS	Recruiting
Diversion Assistance Br. 263-0757-803	Buss. Asst.	WMS/AWMS	Vacant

*Recruitment suspended due to internal hiring freeze.

<u>POSITION NUMBER</u>	<u>SECTION</u>	<u>CLASS</u>	<u>COMMENTS</u>
<u>PERMITTING & COMPLIANCE DIV.</u>			
300-1139-002	Div. Admin.	OT (Typing)	Vacant*
Compliance South Br. 312-0759-001	Redlands	Sr. WMS	Vacant*
Compliance North Br. 320-1139-001	Branch Admin.	OT (Typing)	Vacant*
321-0757-808	Section A	WMS/AWMS	Vacant
322-0757-002	Section B	AWMS	Vacant
324-0757-802	Section C	WMS/AWMS	Vacant
324-0759-001	Section C	Sr. WMS	Vacant*
323-0758-809	LEA	WMS/AWMS	Vacant*
323-1379-001	LEA	OA (Typing)	Vacant
Closure & Remediation Br 330-3786-806	Closure-Central	WME/AWME	Vacant*
340-3786-802	Corrective Action	WME/AWME	Vacant
350-3787-001	Closure-South	AWME	Vacant
350-3787-002	Closure-South	AWME	Vacant
355-3756-801	Closure-South	EG/AEG	Vacant
351-3756-801	Closure-North	EG/AEG	Vacant
355-3754-002	Closure-North	AEG	Vacant
Permitting Branch 360-0757-805	Permits North	WMS/AWMS	Vacant*
360-0757-806	Permits North	WMS/AWMS	Vacant*
370-0757-807	Facility Review	WMS/AWMS	Vacant*
370-0759-001	Facility Review	Sr. WMS	Vacant*
370-3787-001	Facility Review	AWME	Vacant
370-3787-002	Facility Review	AWME	Vacant
380-0757-804	Permits South	WMS/AWMS	Vacant*
385-0757-804	Permits South	WMS/AWMS	Vacant
<u>LEGISLATION OFFICE</u>			
520-5393-701	Legislation	SSA/AGPA	Vacant*
520-5393-706	Legislation	SSA/AGPA	Vacant
<u>POLICY & EVALUATION OFF.</u>			
530-0758-001	P&E Off.	AWMS	Vacant

*Recruitment suspended due to internal hiring freeze.

<u>POSITION NUMBER</u>	<u>SECTION</u>	<u>CLASS</u>	<u>COMMENTS</u>
<u>PUBLIC AFFAIRS & EDUCATION OFF.</u>			
560-4800-001	PA & Ed Off.	SSM I	Vacant*
560-5601-002	PA & Ed Off.	Info Off I(Spec)	Vacant*
560-5595-001	PA & Ed Off.	Info Off II	Vacant*
<u>ADMIN. & FINANCE DIV.</u>			
610-1379-003	Div. Admin.	OA (Typing)	Vacant
610-1379-004	Div. Admin.	OA (Typing)	Committed
610-1176-001	Div. Admin.	Secretary	Recruiting
Financial Assistance Br.			
627-1741-002	Accounting-Used Oil	Acct Tech	Recruiting
627-4546-001	Accounting-Used Oil	Acct Off (Spec)	Recruiting
667-4800-001	Used Oil	SSM I	Recruiting
667-5157-701	Used Oil	SSA/AGPA	Recruiting (.5)
660-5157-702	Contracts	SSA/AGPA	Vacant
Administrative Services Br.			
630-1499-001	Business Serv.	PTS II (G)	Vacant*
640-5142-703	Personnel	Assoc Per Anl	Recruiting
640-9529-001	Personnel	Labor Rel. Anl.	Recruiting
Information Mgmt Br.			
650-1383-003	EDP	Programmer II	Vacant
650-1353-001	EDP	Computer Oper.	Vacant
650-1470-004	EDP	Assoc ISA	Recruiting
657-1579-001	EDP	APA	Recruiting
<u>RESEARCH & TECH. DIV.</u>			
Risk Evaluation Br.			
811-0758-002	HHW	AWMS	Vacant LT 6/93
815-0758-704	HHW	WMS/AWMS	Vacant*
815-1139-001	HHW	OT (Typing)	Vacant*
Risk Evaluation Br.			
816-3786-804	Special Waste	WME/AWME	Vacant*
816-3787-003	Special Waste	AWME	Vacant
816-3787-004	Special Waste	AWME	Vacant
816-3787-005	Special Waste	AWME	Vacant
Standards & Research Br.			
821-0759-002	Standards Devel.	Sr. WMS	Vacant
821-3786-802	Standards Devel.	WME/AWME	Vacant LT 6/931
822-3786-801	Special Studies	WME/AWME	Vacant
Technology Evaluation Br.			
831-0757-802	Transformation	WMS/AWMS	Vacant
876-3786-802	Technical Eval.	WME/AWME	Recruiting

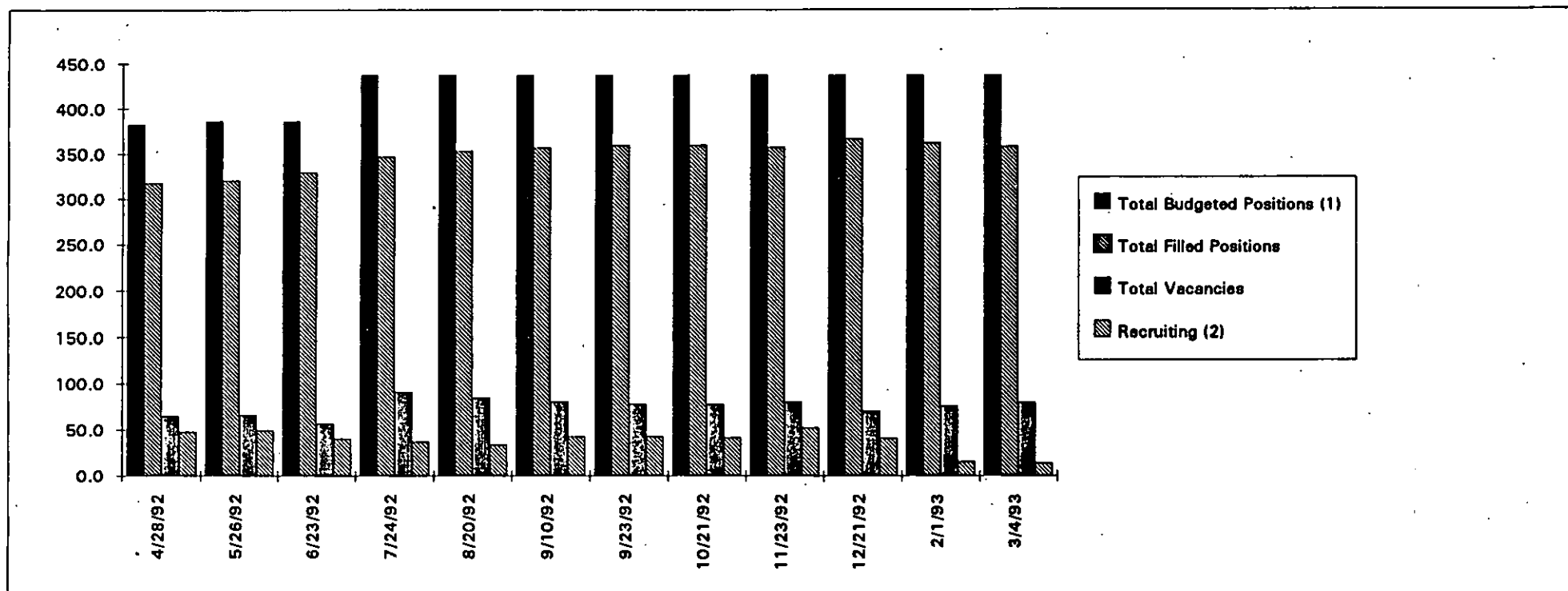
*Recruitment suspended due to internal hiring freeze.

CIWMB Vacancy Status Report

ADMINISTRATION COMMITTEE

4-Mar-93

Report Date	4/28/92	5/26/92	6/23/92	7/24/92	8/20/92	9/10/92	9/23/92	10/21/92	11/23/92	12/21/92	2/1/93	3/4/93
Total Budgeted Positions (1)	382.5	386.5	386.5	437.5	437.5	437.5	437.5	437.5	437.5	437.5	437.5	437.5
Total Filled Positions	318.0	321.0	330.0	347.0	353.0	357.0	360.0	360.0	357.5	367.0	362.0	358.0
Total Vacancies	64.5	65.5	56.5	90.5	84.5	80.5	77.5	77.5	80.0	70.5	75.5	79.5
Recruiting (2)	47.5	49.5	40.5	36.5	33.5	42.5	42.5	41.5	52.0	41.0	15.0	13.5



(1) Budgeted Positions, 379.5 FY 91-92; Administratively Established Positions, 7 FY 91-92 (3 March 92, 4 May 92); Budgeted Positions, 436.5 FY 92-93;

Administratively Established Position, 1 FY 92-93.

(2) Recruitment includes distribution of Job Oppuntunity Bulletins and placement of ad in Capitol Weekly newspaper. Recruitment information not available 3/91 - 12/91.

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

Administration Committee
Meeting Agenda
March 25, 1993

AGENDA ITEM # 6

ITEM: Quarterly Affirmative Action Activity Report

BACKGROUND: This report reflects the composition of the CIWMB's staff

ANALYSIS: This report is presented as an information item. The report reflects all full time civil service employees and now currently includes Board Advisors and Committee Analysts for the reporting period of October 1, 1992 through December 31, 1992.

STAFF COMMENTS: Staff are available to answer questions.

Prepared by Donna Hansen *dh*

Phone: 255-2247

Reviewed by Terry Jordan *TJ*

Phone: 255-1399

Legal Review: Not Required

Date/Time: _____

JOB CATEGORIES															
Office Services	M F	06.7% 48.9%	M F	00.0% 15.6%	M F	02.2% 20.0%	M F	00.0% 02.2%	M F	00.0% 00.0%	M F	02.2% 00.0%	2.2%		
Professional*	M F	48.4% 31.2%	M F	01.4% 01.9%	M F	03.2% 03.2%	M F	03.2% 02.3%	M F	01.9% 00.5%	M F	00.0% 00.0%	M F	02.3% 00.5%	5.4%
Technical	M F	00.0% 60.0%	M F	00.0% 00.0%	M F	00.0% 10.0%	M F	10.0% 00.0%	M F	00.0% 00.0%	M F	00.0% 00.0%	M F	00.0% 10.0%	0.0%
Administrative (Non-Supervisory)	M F	18.9% 49.1%	M F	03.8% 07.5%	M F	00.0% 07.5%	M F	01.9% 01.9%	M F	00.0% 01.9%	M F	00.0% 00.0%	M F	00.0% 07.5%	1.9%
Administrative (Sup) Managerial, CEA	M F	46.2% 34.6%	M F	00.0% 00.0%	M F	11.5% 03.9%	M F	00.0% 00.0%	M F	00.0% 00.0%	M F	00.0% 00.0%	M F	00.0% 03.8%	3.8%

Student Assistant	M	28.4%	M	01.4%	M	09.4%	M	04.0%	M	00.0%	M	00.0%	M	00.0%	M	09.5%	
	F	32.4%	F	05.4%	F	01.4%	F	04.1%	F	01.4%	F	00.0%	F	00.0%	F	02.6%	0.0%

**** Community Colleges Foundation Contract Employees

	White	Black	Hispanic	Asian	Filipino	Pacific Islander	American Indian	Other	Disabled
All Hires	M 3 F 2	M 0 F 1	M 1 F 1	M 0 F 1	M 0 F 0	M 0 F 0	M 0 F 0	M 0 F 2	0 0
Internal Promotions	M 4 F 2	M 0 F 0	M 0 F 2	M 1 F 0	M 0 F 0	M 0 F 0	M 0 F 0	M 0 F 0	0 0
SROA Hires	M 3 F 1	M 0 F 0	M 0 F 1	M 0 F 1	M 0 F 0	M 0 F 0	M 0 F 0	M 0 F 1	0 0
Separations	M 1 F 0	M 0 F 0	M 1 F 0	M 1 F 0	M 0 F 0	M 0 F 0	M 0 F 0	M 0 F 1	0 0

JOB CATEGORIES

OFFICE SERVICES

1139 Office Technician (Typing)
1379 Office Assistant (Typing)
3224 Senior Legal Typist
1176 Secretary
1247 Executive Secretary I
1245 Executive Secretary II
1728 Executive Assistant
1509 Stock Clerk

PROFESSIONAL

0758 Associate Waste Management Specialist
0757 Waste Management Specialist
2951 Librarian
3754 Associate Engineering Geologist
3756 Engineering Geologist
3786 Waste Management Engineer
3787 Associate Waste Management Engineer
5333 Senior Legal Analyst
5778 Staff Counsel
7511 Advisors
7414 Committee Analysts

TECHNICAL

1743 Personnel Services Specialist II
1303 Personnel Services Specialist I
1550 Property Controller I
1741 Accounting Technician

ADMINISTRATIVE STAFF (NON SUPERVISORY)

4546 Accounting Officer
4177 Accountant I
4588 Associate Accounting Analyst
5157 Staff Services Analyst
5353 Associate Governmental Program Analyst
5142 Associate Personnel Analyst
4159 Associate Management Auditor
5284 Associate Budget Analyst
1579 Associate Programmer Analyst
1383 Programmer II
1312 Staff Information Systems Analyst
1470 Associate Staff Information Systems Analyst
5792 Research Analyst II (Econ)
5729 Research Analyst I
4707 Business Services Assistant (Specialist)
4720 Business Services Officer I (Specialist)
5278 Management Services Technician
5361 Administrative Assistant I
5601 Information Officer I

ADMINISTRATIVE (SUP), MANAGERIAL, CEA

7500 CEA'S
5597 Information Officer III - CEA
5872 Chief Counsel I - CEA
0752 Supervising Waste Management Specialist
3795 Supervising Waste Management Engineer
3745 Supervising Engineering Geologist
0759 Senior Waste Management Specialist
3790 Senior Waste Management Engineer
4569 Senior Accounting Officer
4800 Staff Services Manager I
4801 Staff Services Manager II
4973 Business Services Officer II
1384 Data Processing Manager II
1381 Data Processing Manager I
5793 Research Manager I (Econ)
5595 Information Officer II

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD
AFFIRMATIVE ACTION REPORT
SECOND QUARTER FISCAL YEAR 92/93

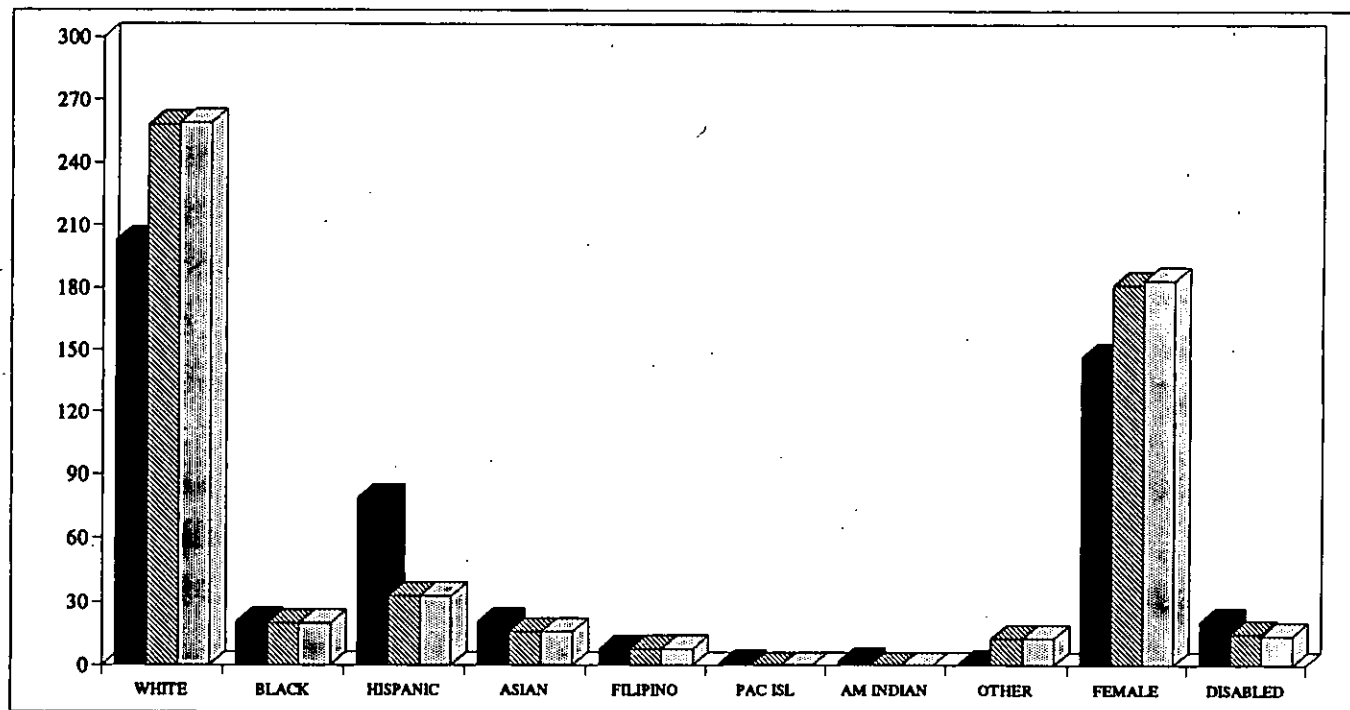
<u>Group</u>	<u>Current Representation</u>	<u>LFP</u>	<u>+ or -</u>
White	74.2%	60.4%*	+13.8%
Black	5.7%	6.2%	-00.5%
Hispanic	9.5%	23.6%*	-14.1%
Asian	4.6%	6.3%*	-01.7%
Filipino	2.3%	2.3%	-00.0%
Pacific Islander	0.0%	0.4%	-00.4%
American Indian	0.0%	0.6%	-00.6%
Other	3.7%	0.2%	+03.5%
<hr/>			
Women	52.7%	43.9%	+08.8%
Disabled	4.2%	6.3%	-02.1%

*Due to the 1990 U.S. Census, new labor force representation has changed for the following target groups:

- White; from 69.8% to 60.4%
- Hispanic; from 17.2% to 23.6%
- Asian; from 3.6% to 6.3%

It should be noted this report includes Advisors and Committee Analysts.

CIWMB
Quarterly Affirmative Action Activity Report
October 1, 1992 through December 31, 1992



**Board's
Composition**
(including Advisors and
Committee Analysts)

■ LFP
▨ 9/30/92
▤ 12/31/92

	WHITE	BLACK	HISPANIC	ASIAN	FILIPINO	PAC ISL	AM INDIAN	OTHER	FEMALE	DISABLED
LFP	203	21	79	21	8	1	2	1	147	21
9/30/92	258	20	33	16	8	0	0	13	182	15
12/31/92	259	20	33	16	8	0	0	13	184	14

